
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH
100 NORTH SENATE AVENUE N1058(B)
INDIANAPOLIS, IN 46204
PHONE (317) 232-3777
FAX (317) 232-8779

November 2012

Dear Assessing Professional,

The Department of Local Government Finance (DLGF) will hold the First and Second Quarter 2013 continuing education courses from January 22 through May 9 at six locations.

Personal Property Tax

IN Course Number: IN 462

7.5-hours of continuing education credit by the Department of Local Government Finance

This course will begin with a discussion of the differences between real and personal property for tax purposes. The course will also cover the appropriate forms to be used by taxpayers for reporting personal property and the basic assessment methodology. In addition, the student will understand the basics of the Indiana personal property valuation process and understand the concepts of possession and ownership.

Income Approach to Valuation I

Course Number: IN 121

7.5-hours of continuing education credit by the Department of Local Government Finance

This course has two objectives. First, it is intended to provide students with a basic review of the income approach so that they are comfortable with the mechanics of the overall process. Second, the students will calculate value for an income producing property using a process called income capitalization and the IRV formula. Knowing two of the three components of the IRV formula, students will be able to algebraically manipulate the formula in order to calculate the unknown value.

Valuation of Manufactured Housing

Course Number: IN 112

7.5-hours of continuing education credit by the Department of Local Government Finance

Topics for this session include history, trends, how to distinguish between manufactured homes, modular homes, panelized homes and pre-cut or kit homes, financing and Internet sources for research and information. All three approaches to value will be discussed and examples given. Depreciation and gross rent multipliers will be extracted from actual market data. The workshop will conclude with two sections on questions and answers from assessors/appraisers and potential owners of manufactured homes.

Each class is seven and a half hours long, including one hour for lunch. Check-in is between 8:00 a.m. and 8:30 a.m. local time, and classes run from 8:30 a.m. to 4 p.m.

Locations

- Columbus
- Indianapolis
- Fort Wayne
- Evansville
- Merrillville
- Terre Haute

Registration

There is no registration fee for DLGF continuing education courses. **PLEASE CHECK OUT OUR IMPROVED REGISTRATION SITE AT WWW.IND-PACE.COM. This site will allow you to register, get directions, check your registrations and change and cancel your registrations. This will continue to be the preferred method of registration.** You can also register by mail or fax by following the instructions on the following registration form.

All registrations must be received at least one week before the date of each class for which you are registering. If there is a change to the class location or if the class is cancelled we are not able to notify you if you have not registered for the class. Also, we cannot guarantee availability for those individuals who do not register by the deadline.

All registrations are processed on a first-come, first-served basis. **To provide all members of the assessing community the opportunity to receive this information, please make copies and share the contents of this letter with your entire staff as well as your county Property Tax Assessment Board of Appeals members.**

Registrations will be confirmed by e-mail only. If you do not provide an email address you will not receive a confirmation of your class registration so you are encouraged to register on the website.

Details

The DLGF's continuing education provider for these classes is Briljent, LLC, an Indiana-based business with extensive experience in training design and facilitation. Your Registrar for classes is Lisa Harris. You can contact her at 260-247-9422 or via e-mail at lharris@briljent.com. If you cannot get ahold of Lisa Harris, you may also contact Lindsay at 260-247-9269 or via e-mail at lharris2@briljent.com.

Course manuals will be available onsite at check-in before class begins. Each student should bring a calculator, pens/pencils, and a highlighter. Wearing comfortable clothes is advisable. Temperatures may vary in classrooms, so a light jacket or sweater is recommended.

DLGF Continuing Education Registration Form
First Quarter 2013

Name:			
Title			
Address:			
City, State, ZIP:		Date of Birth:	
County:		Township:	
Home Phone:		Work Phone:	
Student ID Number:		E-Mail:	

Please register me for the class I have indicated below by checking its date and location:

First Quarter 2013: Personal Property Tax (Course No. 462)

<input type="checkbox"/> IN 462	January 22 – Columbus Clarion Hotel Bartholomew	<input type="checkbox"/> IN 462	January 29 – Merrillville Indiana Wesleyan University	<input type="checkbox"/> IN 462	February 11 - Fort Wayne Indiana University Purdue University (IPFW)
<input type="checkbox"/> IN 462	January 23 – Columbus Clarion Hotel Bartholomew	<input type="checkbox"/> IN 462	January 30 – Indianapolis Indiana Wesleyan University (Digital Way)	<input type="checkbox"/> IN 462	February 13 – Evansville Ivy Tech Community College
<input type="checkbox"/> IN 462	January 24 – Indianapolis Indiana Wesleyan University (Digital Way)	<input type="checkbox"/> IN 462	January 31 – Terre Haute Ivy Tech Community College		
<input type="checkbox"/> IN 462	January 28 – Merrillville Indiana Wesleyan University	<input type="checkbox"/> IN 462	February 4 – Fort Wayne Indiana University Purdue University (IPFW)		

Mail this registration form to Registrar Lisa Harris at Briljent, LLC, 7615 W. Jefferson Blvd., Fort Wayne, IN 46804; or fax to 260-434-0991. Lisa can be reached by phone at 260-247-9422 or by e-mail at lharris@briljent.com. ***The preferred method of registration is online at www.ind-pace.com***

****See back side of this letter for Second Quarter class offerings**

DLGF Continuing Education Registration Form
Second Quarter 2013

Name:			
Title			
Address:			
City, State, ZIP:		Date of Birth:	
County:		Township:	
Home Phone:		Work Phone:	
Student ID Number:		E-Mail:	

Please register me for the class I have indicated below by checking its date and location:

Second Quarter 2013: **Income Approach to Valuation I (Course No. 121)**
 Valuation of Manufactured Housing (Course No. 112)

<input type="checkbox"/>	April 29 – Fort Wayne	<input type="checkbox"/>	May 1 – Indianapolis	<input type="checkbox"/>	May 8 – Columbus
IN	Indiana University Purdue	IN	Indiana Wesleyan	IN	Clarion Hotel
121	University (IPFW)	121	University (Digital Way)	121	Bartholomew
<input type="checkbox"/>	April 30 – Fort Wayne	<input type="checkbox"/>	May 2 – Indianapolis	<input type="checkbox"/>	May 9 – Columbus
IN	Indiana University Purdue	IN	Indiana Wesleyan	IN	Clarion Hotel
112	University (IPFW)	112	University (Digital Way)	112	Bartholomew
<input type="checkbox"/>	April 30 – Merrillville	<input type="checkbox"/>	May 6 – Terre Haute		
IN	Indiana Wesleyan	IN	Ivy Tech Community		
112	University	121	College		
<input type="checkbox"/>	May 1 – Merrillville	<input type="checkbox"/>	May 7 – Evansville		
IN	Indiana Wesleyan	IN	Ivy Tech Community		
121	University	112	College		

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